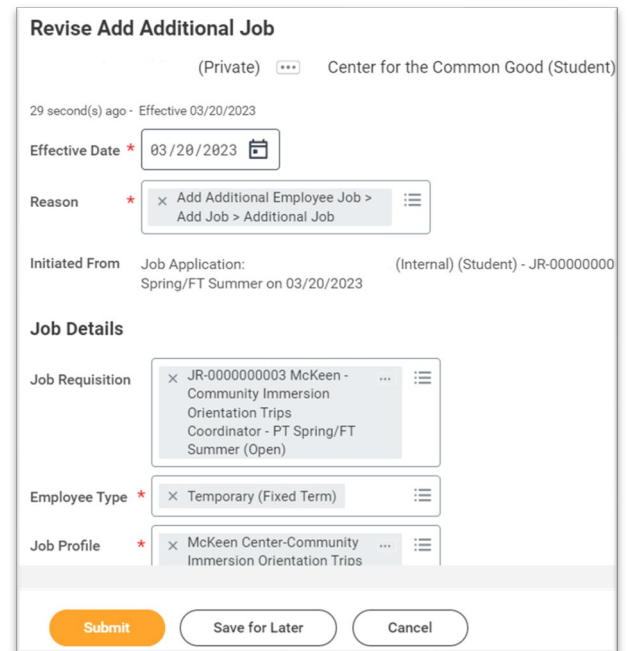# Hire a Student from Job Requisition

1. Go to Workday Inbox. Click task related to candidate.

2. Ensure hire date is accurate (this cannot be changed later – please confirm this is correct).

3. Reason: Will default based on candidate's employment status.

4. Job Details: Enter or confirm the following:
   o Job Requisition: This will pre-populate. Can be changed.
   o Job Profile: This will pre-populate. Can be changed.
   o Time Type: This will pre-populate. Leave as part-time.
   o Location: This will pre-populate.
   o Workspace: Leave blank
   o Pay Rate Type: This will pre-populate.

5. Working Time:
   o Edit Default Weekly hours to "0"
   o Leave Scheduled Weekly hours at "0"
   o Leave Work Shift blank

6. Additional Details: Enter or confirm the following:
   o Job Title: Will pre-populate from Job Profile. Edit if needed.
   o Business Title: This should match the job title.
   o Additional Job Classifications: Select Weeks Per Year and 0-0 weeks/0.00 FTE.
   o End Employment Date: Enter or update to 8/31/student's expected graduation year.
   o Click Submit.

7. Propose Compensation Hire task will appear in your inbox. Click to open.
   o Scroll to the Hourly section and confirm the pay rate entered in the amount field is correct.
   o Click Submit.

8. The Change Organization Assignments task will appear in your inbox. Click Open.
   o Company: Bowdoin College will default.
   o Cost Center: Will pre-populate from the Job Requisition. This can be changed if needed.
   o Click Submit.

Contact the Student Employment Office with any questions!

For support, call 207-725-3386